



COMPENSATION & BENEFITS

ANNUAL SALARY – \$123,639 — \$187,138

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Schedule 15. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS PLAN – The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **MegaFlex Benefits Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefits Plan using a tax-free County contribution of an additional 14.5% or 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days may be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** - 11 paid days per year.



The County of Los Angeles Invites Resumes for Administrative Deputy, Public Health (Unclassified) (Payroll Title: Administrative Deputy III)



Restricted to Employees of the County of Los Angeles

Filing Period June 18, 2012—July 9, 2012

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.



THE DEPARTMENT OF PUBLIC HEALTH

The Department of Public Health protects health, prevents disease, and promotes the health and well-being for all persons in Los Angeles County. Public Health is prevention-focused, seeking to assure a basic level of protection for the entire population from the basic threats to public health, including communicable and food-borne disease outbreaks, bioterrorism, toxic exposures, and preventable injury. Public Health seeks to prevent chronic diseases such as heart disease, cancer, and diabetes. Originally a division within the Department of Health Services, Public Health became a separate department in 2006. The Department has a budget of over \$850 million and is comprised of over 4,387 full-time employees.

THE POSITION

This position assists in the administration of the Department of Public Health with specific responsibility for planning, directing, and coordinating the Department's administrative services and operations. This position has responsibility for directing the administrative operations and services of the Department including investigations, contract administration, finance, human resources, facilities management, materials management, and other administrative support functions. The Administrative Deputy, Public Health position is required to apply knowledge of organizational planning and management, expenditure and revenue management, personnel management, employee relations, and departmental programs, policies, and procedures.

KEY RESPONSIBILITIES

- Directs the planning, development, and administration of all departmental fiscal operations that include collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget.
- Directs the development, administration, and management of all contracts and grants for the department.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the department head; participates in the development and implementation of departmental goals and objectives.
- Maintains continuing relationships with County administrative officials, community groups, regulatory agencies, and federal, state, and local organizations in all matters concerning the administration of County health programs.
- Plans and implements program changes to meet identified needs and to solve system-wide problems.
- Initiates and directs administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new and revised policies and procedures.
- Assists the department head in the formulation and interpretation of departmental policies and procedures.

EXPERIENCE & EDUCATION

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or closely related field

–AND–

Four years of highly responsible experience managing through subordinate managers a major division in areas such as finance, audit, budget, human resources, contract administration information systems, or other administrative services at the level of Los Angeles County class of Administrative Services Manager III* or higher.

*An Administrative Services Manager III in the service of Los Angeles County directs a major central staff section providing budget, personnel, or other administrative services to a medium to large size county department.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Health Administration, Public Administration, or Public Health.
- Experience managing in a large organization with diverse technical and professional staff.
- Experience managing in a state or federally funded department with many revenue sources.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Ability to effectively interact with public officials, professional/ technical personnel and the general public.
- Track record of results demonstrating initiative and active engagement with executives, managers, and staff.

TO BE CONSIDERED

Please submit a resume, cover letter, record of accomplishments, and current salary. Materials must be received by July 9, 2012, to receive consideration. Electronic submittals are preferred.

Please submit your resume to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov

Please be sure to indicate the position title **Administrative Deputy, Public Health** in the subject line of your e-mail.

Confidential inquiries welcomed to:

LAZARO GONZALEZ

Phone: (213) 974-2786

Fax: (213) 613-4773



County of Los Angeles
Department of Human Resources
Executive Services Division
500 W. Temple Street, Room 555
Los Angeles, CA 90012

This announcement may be downloaded from the
County of Los Angeles Website at:

<http://hr.lacounty.gov>

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

The County of Los Angeles is an Active Equal Opportunity Employer